



MIAMI BEACH

Announcement of Open Position

DATA ENTRY CLERK

1,162.60 BI-WEEKLY SALARY

Open: 03/20/2006 8:30 AM

Close: Until Filled

NATURE OF WORK

This is skilled clerical work in operating data entry equipment. Work involves the operation of character and function keys in the recording and verifying of source information. Incumbents are required to perform with a high degree of speed and accuracy.

MINIMUM REQUIREMENTS

Must possess one (1) year clerical experience including: three (3) months experience verifiable in the data entry field OR three (3) semester credits from an accredited college or vocational training in data entry. Must type 40 correct w.p.m.

EXAMINATION

PART I - Typing Test. NOTE: You must pass Part I Typing test to qualify for Part II Written test.

PART II - Written Test. May include data comparison, English usage, vocabulary, spelling, following instructions, math, filing, coding and supervision.

Part I Typing Test:

Place of Typing Test:

April 10, 2006. To be scheduled at the time of application
"Old" City Hall, 1130 Washington Avenue, 3rd Floor

Part II Written Test:

Place of Written Test:

April 20, 2006. 3:15 - 4:15 (sign in by 3:00)**

** Must sign in no later than 15 min previous to start time
Miami Beach Convention Center - Hall B, Room 129

This position represented by: C.W.A. (Communications Workers of America)

TO APPLY

IN PERSON

MONDAY THROUGH THURSDAY BETWEEN 8:30 AM AND 5:00 PM

MIAMI BEACH CITY HALL
Human Resources Department
3rd Floor
1700 Convention Center Drive
Miami Beach, FL 33139

FAXES NOT ACCEPTED

CLASS NO: 1528

UC NO: XXXXX

EOE/AA/ADA/VET PREF

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We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.